AVU MANUAL UPDATE INSTRUCTIONS

This feature is used in March of each year to report the new assessed values to the Division. This feature is only used if the assessor chooses the manual update process. Alternatively, counties may choose to electronically submit their values to the Division. The AVU is due each year by March 19.

1) An AVU roster can be printed to use as a worksheet for completing the AVU, prior to entering values into the sales file. The AVU roster is accessed the same as a normal roster, except 'AVU Roster' is chosen in the second step. Running this roster is optional.

   From the Main Menu select 'Statistical Analysis and Reports'; then select 'AVU Roster'.

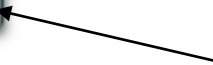Select the Property Type, Assessment Year, For Assd Value Year, Ending Posted Date, and Sale Date(s) range. (See Rosters documentation for more information.)

Select 'Sales not Updated' radio button; then click 'Generate'; then click 'AVU PDF'.

Note: The AVU roster can also be accessed after the AVU is complete. Once your field liaison has rolled the assessed values, access AVU Roster menu, and choose 'Sales Updated' (instead of 'Sales not Updated'). This provides a report showing new assessed values.

2) From the State sales file Main menu, select 'Assessed Value Update' under the Assessor heading.

3) Select the property type to update and the 'Sales not updated' option. The sale date ranges for the AVU are predefined and cannot be changed.

4) Select 'Search'.

5) The list of sales that have not been updated will be displayed. Select any sale by selecting the edit icon.

Note: If a value is NOT changing, you DO NOT NEED TO UPDATE EACH SALE INDIVIDUALLY. All sales that do not have a new value will automatically roll forward using the prior year's value.

6) Select 'Step 1) Copy Previous Year Data'. Make any changes, including characteristic data and select 'Step 2) Save AVU'.

> **NOTE**: For residential property, the 'Residential Data' button will be displayed. If changes on sale worksheet are needed, you can select this icon to go automatically to the worksheet. This update option is also available for the other property types.

7) After saving, select 'Step 3) Back to query results'. This will refresh the list and remove the completed sale from the lists to update.

8) After all sales have been updated send an email to your liaison. They will roll the remaining sales forward.